

County of Los Angeles

**DEPARTMENT OF PUBLIC SOCIAL SERVICES**

12860 CROSSROADS PARKWAY SOUTH • CITY OF INDUSTRY, CALIFORNIA 91746

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BRYCE YOKOMIZO  
Director



Board of Supervisors

GLORIA MOLINA

First District

YVONNE B. BURKE

Second District

ZEV YAROSLAVSKY

Third District

DON KNABE

Fourth District

MICHAEL D. ANTONOVICH

Fifth District

December 14, 2004

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**RECOMMENDATION TO APPROVE AGREEMENT  
WITH THE LOS ANGELES HOMELESS SERVICES AUTHORITY FOR THE  
CONTINUATION AND AUGMENTATION OF SERVICES TO HOMELESS CalWORKs  
PARTICIPANTS  
(ALL DISTRICTS - 3 VOTES)**

**JOINT RECOMMENDATION WITH DIRECTOR OF THE DEPARTMENT OF MENTAL  
HEALTH THAT YOUR BOARD:**

1. Approve and instruct the Chairman to sign the attached sole source Contract (Attachment A) with the Los Angeles Homeless Services Authority (LAHSA), commencing December 15, 2004 or the day after Board approval, whichever is later, through June 30, 2005, with two one-year extension options to extend the Contract through June 2007, for the provision of services to homeless CalWORKs participants. The maximum contract sum is \$1,151,119. The maximum annual contract sum for each of the two one-year period extensions is \$1.9 million. The cost of the Contract is fully funded by CalWORKs Single Allocation. There is no additional net County Cost (NCC) after the required CalWORKs Maintenance of Effort (MOE) is met.
2. Delegate authority to the Director of the Department of Public Social Services (DPSS), to prepare and sign amendments to this contract, in accordance with the terms of the contract, to effect up to two one-year renewals, not to exceed \$1.9 million per year. The approval of the Chief Administrative Office (CAO) and County Counsel will be obtained prior to executing such amendments, and the Director will notify the Board and the CAO in writing within ten business days after execution.

*"To Enrich Lives Through Effective And Caring Service"*

3. Delegate authority to the Director, DPSS, to prepare and sign amendments to the Contract for any decrease or increase, of no more than ten percent of the total contract amount, when the change is necessitated by additional and necessary services that are required in order for the contractor to comply with changes in federal, State, or County requirements, following review and approval by County Counsel and the CAO.
4. Delegate authority to the Director of the Department of Mental Health (DMH) or his designee to prepare, and execute amendments substantially similar to the attached sample amendment, Attachment B, with the five Legal Entities as described in Attachment C, for the provision of outreach, clinical assessment, intensive case management and linkage to direct treatment services to CalWORKs homeless participants effective December 15, 2004, or the day after Board approval, whichever is later, through June 30, 2005, at an estimated cost of \$900,000 fully funded with CalWORKs Single Allocation. There is no NCC impact.
5. Delegate authority to the Director, DMH, or his designee to prepare and execute future amendments to these Legal Entity Agreements and establish as a new Maximum Contract Amount (MCA) the aggregate of the original Agreement and all amendments through and including this amendment provided that: (a) the County's total payments to contractor under each Agreement for each fiscal year shall not exceed an increase of 20 percent from the applicable Maximum Contract Amount; (b) any such increase shall be used to provide additional services or to reflect program and/or policy changes; (c) contingent upon availability of funding; and (d) the parties may, by written amendments, mutually agree to reduce programs or services without reference to the 20 percent limitation. The approval of County Counsel and the CAO will be obtained prior to executing such amendments and the Director of DMH will notify the Board and the CAO in writing within 30 days after execution.
6. Approve interim ordinance authority for DMH, pursuant to County Code Section 6.06.020, for 10 positions (9.0 Full-Time Equivalents, as detailed on Attachment D, to enable DMH to provide additional CalWORKs mental health supportive services to homeless CalWORKs participants; and authorize DMH to fill the positions. The cost of these positions is fully funded by CalWORKs Single Allocation. There is no NCC impact.
7. Approve appropriation adjustment for DMH FY 2004-05 Adopted Budget (Attachment E) in the amount of \$1,291,778, fully funded by one-time CalWORKs Single Allocation funds. There is no NCC impact.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of the recommended action is to obtain your Board's approval to enter into a Contract with LAHSA for seven months, with an option to extend the contract beyond the expiration date, for up to two one-year periods to continue the two homeless projects in Supervisorial Districts I and V; add a project in each of Supervisorial Districts II, III, IV, and V, for a total of six projects; and expand the service population from 40 families to up to 350 families. To provide for the expanded services, this Contract will supercede and replace Contract #74180 with LAHSA.

DMH and DPSS will enter into a Memorandum of Understanding for seven months to continue the two CalWORKs Homeless Families Projects in Supervisorial Districts I and V; add a project in each Supervisorial Districts II, III, IV and V, for a total of six projects; and expand the service population from 40 families to up to 350 families.

On September 16, 2003, your Board authorized DPSS, DMH and LAHSA to conduct two small projects in the Skid Row and San Gabriel Valley, to help a total of 40 families find permanent housing. The projects began in October 2003 and are targeted to end December 31, 2004. To date, all 40 families have been enrolled and all are off the streets. Fifteen (15) have found permanent housing, 21 are in transitional housing, and 4 are in emergency housing. The families have completed Section 8 applications and are participating in meetings to prepare them for permanent housing and assist them in building a foundation to become self-sufficient and avoid future homelessness.

Without approval of the recommended actions, services to the homeless CalWORKs families will not continue in Supervisorial Districts I and V and will not be expanded to include Supervisorial Districts II, III, IV & V for a total of six projects.

DMH has contracted with the California Institute of Mental Health (CIMH) for the projects' evaluation study. Evaluation results are due in late December 2004. Based on the demonstrated success of the existing projects, expanding the pilot projects seems to be potentially viable countywide.

Once the CIMH evaluation is completed, and contingent upon available funding, DPSS and DMH will return to your Board with recommended actions regarding service design changes (if any) and further expansion.

**Implementation of Strategic Plan Goals**

The recommended action is consistent with the principles of the Countywide Strategic Plan Goal #5: Children and Families' Well-Being: to improve the well-being of children and families

in Los Angeles County as measured by the achievements in the five outcome areas adopted by the Board: good health; economic well being; safety and survival; social and emotional well-being; and education/workforce readiness.

#### FISCAL IMPACT/FINANCING

The maximum contract sum of the contract with LAHSA is \$1,151,119 fully funded with CalWORKs Single Allocation. There is no additional NCC after the required CalWORKs MOE is met. Funding for this contract is included in the FY 2004-05 Adopted Budget.

The maximum annual contract sum for each of the two one-year period extensions, if exercised, is \$1.9 million and will be included in DPSS' budget request.

For DMH, the appropriation adjustment in the amount of \$1,291,778, fully funded by DPSS, will provide mental health services for the CalWORKs Homeless Families Projects for the remaining seven-months of FY 2004-05. This amount includes \$367,000 for the pro-rated cost of 10 positions (9.0 FTEs), \$25,000 in flexible funds for client supportive services and

\$900,000 for the augmentation of five contracts. Budget details are provided in Attachment C and position details are provided in Attachment D.

In addition, because of a cutback in Section 8 rental assistance vouchers issued by the Department of Housing and Urban Development (HUD), DPSS plans to issue a rent subsidy of up to \$250 for four months to approximately 300 families who will not receive Section 8 vouchers from HUD, for an estimated cost of \$300,000 for FY 2004-2005. Hiring authority is through June 30, 2005, unless extended by additional action.

The total FY 2004-05 Countywide expansion cost is estimated at \$2,742,897 fully funded by CalWORKs Single Allocation. Funding is included in the FY 2004-05 Adopted Budget.

#### FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The purpose of the projects is to connect homeless CalWORKs families with public benefits, mental health services, and to assist them in finding permanent housing. The families must be aided on CalWORKs, and the adults on the case must be aided/time-limited, and employed or participating in Welfare-to-Work activities (to qualify for Single Allocation funding). LAHSA's role is to assist families in the project by providing transportation, crisis intervention referrals emergency shelter, transitional housing, emergency supplies (diapers, hygiene projects, infant items, clothing), and permanent housing resources.

DPSS' role is to take CalWORKs applications and connect families with public benefits, including welfare-to-work services. Through the existing Moving Assistance program, DPSS will also provide up to \$2,000 to assist the families with move-in costs (security deposit, utility turn-on fees, purchase of stove and/or refrigerator) for moving to permanent housing. In addition, DPSS will also issue a rental subsidy of up to \$250 for four months.

DMH and its contracted providers have lead responsibility for conducting clinical assessments for CalWORKs participants to determine whether they meet the criteria for admission into the projects. They also provide ongoing mental health treatment, intensive case management and assistance to help families locate permanent housing. A multi-disciplinary team of all LAHSA, DPSS, and DMH case managers meet periodically to assess each family's situation, progress, and determine next needed steps.

In order to provide extensive mental health services to the CalWORKs Homeless Families participants effectively, DMH has selected the mental health contractors (Attachment C) who have the ability to deliver comprehensive, family focused mental health services to these participants in their target communities. Services will include assessment, intensive case management, outreach and linkages to treatment providers as well enhancing client and family linkages to existing community resources.

This contract will not result in unauthorized disclosure of confidential information and will be in full compliance with federal, State and County regulations. The contract includes a provision that allows automatic termination in the event sufficient funds are not available. LAHSA's performance will be monitored to ensure that its quality of service continues to meet the contract requirements that were achieved in the previous contract.

The proposed actions have been reviewed and approved by County Counsel, the Chief Administrative Office, DPSS' Director and Program and Fiscal Administrators and DMH's Director and Program, Fiscal and Human Resources Administrations.

### CONTRACTING PROCESS

This sole source contract will be procured in accordance with Title 45, Code of Federal Regulations, Part 74, and California Department of Social Services Regulation 23-650.1.12, which allows for non-competitive contracting with public agencies.

The Department has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply as the recommended contract is not being awarded under the provisions of Chapter 2.121 of the County Code.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

This project and this Agreement will help homeless CalWORKs families to access public benefits, welfare-to-work services, specialized supportive services, and permanent housing, and will also assist them to achieve self-sufficiency. The Agreement will not infringe on the rights of the County in relationship to its residents, and the County's ability to respond to emergencies will not be impaired. There is no change in risk exposure to the County.

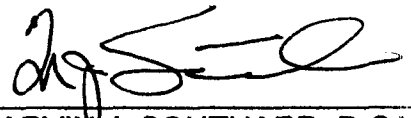
CONCLUSION

The Executive Officer, Board of Supervisors, is requested to return two (2) adopted stamped Board Letters, one to DPSS and one to DMH, and three (3) original signed copies of the Contract to DPSS.

Respectfully submitted,



\_\_\_\_\_  
BRYCE YOKOMIZO  
DIRECTOR, DPSS



\_\_\_\_\_  
MARVIN J. SOUTHARD, D.S.W.  
DIRECTOR, DMH

BY/MS:bf

Attachments (5)

c: Chief Administrative Officer  
County Counsel  
Executive Officer, Board of Supervisors  
Auditor-Controller

CONTRACT NO. DMH-

AMENDMENT NO. \_\_\_\_\_

THIS AMENDMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2004, by and between the COUNTY OF LOS ANGELES (hereafter "County") and \_\_\_\_\_ (hereafter "Contractor").

WHEREAS, County and Contractor have entered into a written Agreement, dated \_\_\_\_\_, identified as County Agreement No. \_\_\_\_\_, and any subsequent amendments (hereafter collectively "Agreement"); and

WHEREAS, for Fiscal Year 2004-2005 only, County and Contractor intend to amend Agreement only as described hereunder; and

WHEREAS, for Fiscal Year 2004-2005, County and Contractor intend to amend Agreement to add Department of Public Social Services (DPSS) California Work Opportunity and Responsibilities to Kids (CalWORKS) Act funds in the amount of \$180,000 to the Maximum Contract Amount (MCA) to fund DPSS CalWORKs Community Outreach Services; and

WHEREAS, for Fiscal Year 2004-2005 the revised MCA will be \$\_\_\_\_\_.

NOW, THEREFORE, County and Contractor agree that Agreement shall be amended only as follows:

1. Paragraph 4 (FINANCIAL PROVISIONS), Subparagraph B (Reimbursement for Initial Period) shall be deleted in its entirety and the following substituted therefor:

"B. Reimbursement For Initial Period: The Maximum Contract Amount for the Initial Period of this Agreement as described in Paragraph 1 (TERM) shall not exceed \_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_) and shall consist of County, State, and/or Federal funds as shown on the Financial Summary. This Maximum Contract Amount includes Cash Flow Advance which is repayable through cash and/or appropriate SFC units and/or actual and allowable costs as authorized by other provisions of this Agreement. Notwithstanding any other provision of this Agreement, in no event shall County pay Contractor more than this Maximum Contract Amount for Contractor's performance hereunder during the Initial Period. Furthermore, Contractor shall inform County when up to seventy-five percent (75%) of the Maximum Contract Amount has been incurred. Contractor shall send such notice to those persons and addresses which are set forth in Paragraph 57 (NOTICES)."

2. Financial Summary – \_\_\_\_ for Fiscal Year 2004-2005 shall be deleted in its entirety and replaced with Financial Summary – . for Fiscal Year 2004-2005, attached hereto and incorporated herein by reference. All references in Agreement to Financial Summary – \_\_\_\_\_ for Fiscal Year 2004-2005 shall be deemed amended to state "Financial Summary – \_\_\_\_\_ for Fiscal Year 2004-2005."
3. Contractor shall provide services in accordance with the Contractor's Fiscal Year \_\_\_\_ Negotiation Package for this Agreement and any addenda thereto approved in writing by Director.
4. Except as provided in this Amendment, all other terms and conditions of the



Agreement shall remain in full force and effect.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by County's Director of Mental Health or his designee, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
MARVIN J. SOUTHARD, D.S.W.  
Director of Mental Health

\_\_\_\_\_

CONTRACTOR

By \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_  
(AFFIX CORPORATE SEAL  
HERE)

APPROVED AS TO FORM  
OFFICE OF THE COUNTY COUNSEL

APPROVED AS TO CONTRACT  
ADMINISTRATION:

DEPARTMENT OF MENTAL HEALTH

By \_\_\_\_\_  
Chief, Contracts Development  
and Administration Division

ER: CalWORKs (11-30-04)

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
EMERGENCY OUTREACH BUREAU  
HOMELESS CalWORKs FAMILIES PROJECTS  
MENTAL HEALTH CONTRACT PROVIDERS  
FISCAL YEAR 2004/05

LEGAL ENTITY	LEGAL ENTITY NO.	ADDRESS WHERE SERVICES TO BE PROVIDED	SUPVRSL DISTRICT	SERVICE PLANNING AREA	TERM OF ORIGINAL CONTRACT	CURRENT MAXIMUM CONTRACT AMOUNT	*AMENDMENT AMOUNT	REVISED MAXIMUM CONTRACT AMOUNT	SERVICES TO BE PROVIDED
ENKI Health and Research Systems, Inc	00188	535 S. Second Avenue Covina, CA 91723	5	3	7/1/2004 – 6/30/2006	\$20,950,661	\$180,000	\$21,130,661	Provide extensive outreach efforts, clinical assessment, housing assistance, maintain participants engagement in the Homeless Projects, intensive case management services, linkage to direct treatment services and referrals to community resources.
Pacific Clinics	00203	11721-A Telegraph Rd. Santa Fe Springs, CA 90670	4	7	7/1/2004 – 6/30/2006	\$49,286,060	\$180,000	\$49,466,060	Provide extensive outreach efforts, clinical assessment, housing assistance, maintain participants engagement in the Homeless Projects, intensive case management services, linkage to direct treatment services and referrals to community resources.
Prototypes	00838	11100 Valley Blvd. Suite 116 El Monte, CA 91731	5	3	7/1/2004 – 6/30/2007	\$2,837,870	\$180,000	\$3,017,870	Provide extensive outreach efforts, clinical assessment, housing assistance, maintain participants engagement in the Homeless Projects, intensive case management services, linkage to direct treatment services and referrals to community resources.
San Fernando Valley Community Mental Health Center, Inc.	00208	14545 Sherman Circle Van Nuys, CA 91405	3	2	7/1/2004 – 6/30/2007	\$19,769,356	\$180,000	\$19,949,356	Provide extensive outreach efforts, clinical assessment, housing assistance, maintain participants engagement in the Homeless Projects, intensive case management services, linkage to direct treatment services and referrals to community resources.
SHIELDS for Families Project, Inc.	00558	12714 South Avalon Blvd., #109 Los Angeles, CA 90061	2	6	7/1/2004 – 6/30/2005	\$5,194,510	\$180,000	\$5,374,510	Provide extensive outreach efforts, clinical assessment, housing assistance, maintain participants engagement in the Homeless Projects, intensive case management services, linkage to direct treatment services and referrals to community resources.
<b>TOTAL</b>							<b>\$900,000</b>		

\*50% for Mental Health Services  
50% for Community Outreach Services

Note: Each of the above providers will provide services for one project site. For the sixth project site, which is in Supervisorial District I, services will be provided by DMH staff at the Downtown Mental Health Center.

## COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH

## EMERGENCY OUTREACH BUREAU

## HOMELESS CalWORKs FAMILIES PROJECTS

FISCAL YEAR 2004/05

ITEM NO.	ITEM SUB.	POSITION	ORDINANCE	MONTHS/HOURS	FTE
8712	A	Sr. Community MH Psychologist	1.0	12	1.0
8149	A	MH Services Coordinator II	1.0	12	1.0
0889	A	Administrative Assistant III	1.0	12	1.0
2096	A	Secretary III	1.0	12	1.0
8243	F	Student Professional Worker	1.0	2,088	0
9035	A	Psychiatric Social Worker II	3.0	36	3.0
9002	A	Medical Case Worker II	1.0	12	1.0
9193	A	Patient Financial Services Worker	1.0	12	1.0
<b>TOTAL</b>			<b>10</b>		<b>9.0</b>

COUNTY OF LOS ANGELES

**REQUEST FOR APPROPRIATION ADJUSTMENT**

DEPARTMENT OF

MENTAL HEALTH

DEPT'S.

NO. 435

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AUDITOR-CONTROLLER

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

**ADJUSTMENT REQUESTED AND REASONS THEREFOR**

3-VOTES

SOURCE:

Department of Mental Health  
Intrafund Transfer  
A01-MH-20500-6800  
\$1,292,000

USE:

Department of Mental Health  
Salaries & Employee Benefits  
A01-MH-20500-1000  
\$367,000

Department of Mental Health  
Services & Supplies  
A01-MH-20500-2000  
\$925,000

This appropriation adjustment in the amount of \$1,292,000 is requested to increase the appropriation for Salaries & Employee Benefits (S&EB), \$367,000, and Services and Supplies (S&S), \$925,000 for FY 2004-05. The increase in appropriation, fully funded by one-time CalWORKs Single Allocation funds, will enable the Department of Mental Health to implement the CalWORKs Homeless Families Projects. There is no increase in net County cost.



MARVIN J. SOUTHARD, D.S.W.

Director of Mental Health

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF  
ADMINISTRATIVE OFFICER FOR —

ACTION

RECOMMENDATION

APPROVED AS REQUESTED

AS REVISED

AUDITOR-CONTROLLER

NO. 205

BY

*John T. Long*  
DEC. 1 2004

APPROVED (AS REVISED):  
BOARD OF SUPERVISORS

*John C. Bell*  
CHIEF ADMINISTRATIVE OFFICER  
FOR OFFICE OF THE CLERK

19

BY

DEPUTY COUNTY CLERK

SEND 5 COPIES TO THE AUDITOR-CONTROLLER